



Tennessee Department of Environment and Conservation
Division of Water Resources
William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Avenue, 11th Floor, Nashville, Tennessee 37243

RECEIVED

JAN 31 2017

Phase II Stormwater Permit Notice of Intent (NOI)
Phase II Municipal Separate Storm Sewer Systems (MS4)

ENVIRONMENT & CONSERVATION
COOKEVILLE FIELD OFFICE

PURPOSE

The purpose of this Notice of Intent (NOI) is for a Tennessee city, county, utility district, university or military base to submit the information necessary to obtain coverage under an NPDES permit to discharge stormwater runoff from a Phase II municipal separate storm sewer system.

INSTRUCTIONS

You must provide the following information to the Division of Water Resources as application material. You may either submit a hard copy of the signed NOI as described in sub-part 2.2.1 of the MS4 Permit, signed in accordance with the signatory requirements of sub-part 6.7 of the permit, and a copy of the NOI, to the address shown in sub-part 1.2 of the permit for the EFO responsible for the county where the facility is located; or you may submit by e-mail, the completed NOI and attachments (such as map and city ordinances) to water.permits@tn.gov.

After completing the questions in each section, list the Best Management Practices (BMPs) that you will implement in each program. Attached at the end of this NOI is an addendum to list BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on the goals and milestones for each BMP outlined in this NOI.

After completing the BMP's in each section provide the administrative information to complete those BMP's as explained here:

Primary Contact and Position/Title	The person in your organization serving as the primary contact.
Other Department and Roles	Other departments within your organization involved in the project and how their role is identified.
Other Government Entity and Roles	Identification of other government entities responsible for implementing one or more of the BMP's. Include a copy of the contract or proposed agreement with execution schedule.
Other Institutions and Roles	Identification of partnerships with another MS4 operator or institution (e.g., Chamber of Commerce, environmental interest organizations, civic groups) to achieve the BMP's.
Target Groups (if applicable)	Specific kinds of groups that will be targeted, such as service industries (i.e., carpet cleaning), civic groups, schools, and church groups, etc.

PART I - ADMINISTRATIVE INFORMATION

Name of Phase II MS4 city, county, stormwater utility district or public institution: City of Cookeville

Include a latitude and longitude of a representative location within your boundaries for mapping purposes.

Latitude (dd.dddd): 36.1627 Longitude (dd.dddd): -85.5048

Mike Davidson City Manager
Responsible Elected Official or Officer Title

45 E. Broad Street Cookeville TN 38501
Street Address City State Zip Code

ITEM C - MAPS

Areas zoned for commercial or industrial activity	<input checked="" type="checkbox"/>	Military Installations	<input checked="" type="checkbox"/>
Municipally owned/operated industrial activities	<input type="checkbox"/>	State vocational, technical, college or universities	<input checked="" type="checkbox"/>
Municipal or County Wastewater Treatment Plants	<input checked="" type="checkbox"/>	Federal vocational, technical, college or universities	<input type="checkbox"/>
Municipal Vehicle Fleet Maintenance Centers	<input checked="" type="checkbox"/>	City Roads	<input checked="" type="checkbox"/>
Municipal Power Plants	<input type="checkbox"/>	County Roads	<input checked="" type="checkbox"/>
Municipal Airports	<input type="checkbox"/>	Streams	<input checked="" type="checkbox"/>
Municipal Landfills	<input type="checkbox"/>	Topography or General Drainage Patterns	<input checked="" type="checkbox"/>

ITEM D - IDENTIFYING STREAMS WITH UNAVAILABLE PARAMETERS or EXCEPTIONAL TENNESSEE WATERS

[illegible]

RDA 1663

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PART IV - SIGNATURE OF RESPONSIBLE CORPORATE OFFICER

This Notice of Intent (NOI) must be signed as follows: For a municipality, state, federal, other public agency, and/or co-permittees by either a principal executive officer or ranking elected official. For purposes of this section, a principal executive officer of a Federal agency includes one of the following:

- I. The chief executive officer of the agency.
- II. A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrators of EPA).

I certify under penalty of law that this document and all attachments were prepared by me, or under my direction or supervision. The submitted information is to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. As specified in Tennessee Code Annotated Section 39-16-702(a)(4), this declaration is made under penalty of perjury."


Signature

City Manager / City of Cookeville
Title/Municipality

1/30/2017
Date

Signature

Title/Municipality

Date

Signature

Title/Municipality

Date

Signature

Title/Municipality

Date

Signature

Title/Municipality

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Title/Municipality

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Signature

Title/Municipality

Date

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specific ways you do want the public to be involved, based on your program needs. For instance, you may want stream watch groups to be organized. In both cases, your proposed program should describe how you will accomplish this, along with a time schedule.

PROPOSED BEST MANAGEMENT PRACTICES FOR PUBLIC EDUCATION AND PUBLIC PARTICIPATION		
BMP	Name	DESCRIPTION
1A.	Public Education	Provide print materials to distribute at public events; Provide speakers at public educational events such as Nature Fest or sponsor a community activity such as stream cleanup; Provide Educational Opportunities for education such as LID for engineers, developers
1B.	Classroom Education	Work with school system to get more water quality information and classes to students
1C.	Hotline	Have a hotline (931-520-5201) for citizen call in of stormwater complaints - these calls are investigated as they are recieved
1D.	Grab bags for Citizen Involvement	Provide print materials, rain gauges, activity books, etc. to citizen groups as requested

If you have additional BMPs to list, include in a separate attachment.

2. What specific groups will be targeted (e.g., service industries such as carpet cleaning, lawn care, civic groups, schools, church groups) if applicable: civic groups, environmental groups, schools, food services, earth moving contractors, engineers, developers, automotive services

C. Measurable Goals and Implementation Milestones:

Attached at the end of this NOI is an addendum to list BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on the goals and milestones for each BMP outlined in this NOI.

D. Administrative Information:

ADMINISTRATIVE INFORMATION FOR PUBLIC EDUCATION AND PUBLIC PARTICIPATION	
PRIMARY CONTACT	POSITION OR TITLE
Tracy Meggs	Civil Engineer - Public Works & Engineering Dept.

Identify other Department(s) that will be involved and their role.

OTHER DEPARTMENT(S)	ROLE
Leisure Services	Holds Nature Fest & has pet waste cleanup equipment in parks

Identify if you will partner with another MS4 Operator, or with another institution (e.g. Chamber of Commerce, Environmental interest organizations, civic groups) in order to carry out the chosen BMPs.

ENTITY	BMP
Putnam County School System	Controls the access to the public schools
Tennessee Tech University	Supplies volunteers for sinkhole cleanups, tree planting & offers classes to talk to

Will another governmental entity be responsible for implementing one or more chosen BMPs? If so, identify the entity and which BMP(s) it will implement. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.

ENTITY	BMP

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9. Does the municipality presently have procedures and personnel in place for enforcement of violations of the illicit discharge ordinance? If yes, describe: Stormwater Manager (Civil Engineer) investigates discharges and should there be an illicit discharge we send out certified letters to the violator with required actions and time frames to complete those actions. Normally dischargers are met onsite and shown the problem and told how best to handle the discharge and cleanup.

Yes ☒ No ☐

10. Describe how enforcement actions are documented: Copies fo certified letters are kept.

11. Has the municipality defined "hot spots" for non-stormwater discharge screening and inspection purposes? If yes, describe and provide a map of illicit discharge screening hot spots: The City defines "Hotspots" ("priority area") means an area where land use or activities generate highly contaminated runoff, with concentratins of pollutants in excess of those typically found in stormwater - we find that those areas are typically in the Commercial/Industrial zoned areas and those are the areas we do dry weather screening. We have no particular map of hotspots but use the zoning maps to find those areas most likely to have contaminated runoff.

Yes ☒ No ☐

12. Does the municipality presently have procedures in place to receive and consider information and complaints about non-stormwater discharges that are submitted by the public? If yes, provide brief description: responsible departments, personnel, steps followed: We have a hotline, the stormwater manager (Civil Engineer) investigates and when possible determines the cause and works with the discharger to correct/cleanup the discharge. When the discharger is not responsive we send certified letters and begin enforcement process.

Yes ☒ No ☐

B. Proposed Activities:

1. List the BMPs that you will implement in the area of Illicit Discharge Detection and Elimination. These should be based on a set of priorities that you have identified in the area of Illicit Discharge Detection and Elimination. Provide a short descriptive name to the BMP in the left column and more description in the right column.

PROPOSED BEST MANAGEMENT PRACTICES FOR ILLICIT DISCHARGE DETECTION AND ELIMINATION		
BMP	Name	DESCRIPTION
2A.	Hotspot/Priority Areas	City will continue to monitor hotspot areas with dry weather screening of pipes, channels & MS4 outfalls and develop documentation on those inspections
2B.	IDDE enforcement	City has established written protocols for handling illicit discharges such as specific time-frame for complaint investigation. City will continue to investigate and enforce illicit discharges, and will review those protocols and revised as necessary
2C.	IDDE education	Education targeted for specific types of businesses (i.e. automotive services, food services, heavy equipment operators, etc.) for targeted distribution
2D.	IDDE Field Screening	To screen MS4 outfalls to TMDL Listed streams at least once every permit cycle with outfall screening.

If you have additional BMPs to list, include in a separate attachment.

2. What specific groups will be targeted, if applicable? automotive services, lawn services, food services, heavy equipment operators, general public, city employees

C. Measurable Goals and Implementation Milestones

Attached at the end of this NOI is an addendum to list BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on the goals and milestones for each BMP outlined in this NOI.

D. Administrative Information

ADMINISTRATIVE INFORMATION FOR ILLICIT DISCHARGE DETECTION AND ELIMINATION	
PRIMARY CONTACT	POSITION OR TITLE
Tracy Meggs	Civil Engineer - Public Works & Engineering

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Yes ☒

No ☐

Page Number 6

Paragraph Number 14-502 (9)

6. Do those technical standards meet or exceed the current effective Tennessee Construction General Permit (TNR100000) requirements for design storm and special conditions for waterbodies with unavailable parameters or Exceptional Tennessee Waters?

Yes ☒

No ☐

7. Do those technical standards require that construction activities maintain temporary water quality riparian buffers during construction?

Yes ☒

No ☐

8. Does the municipality presently have in place a technical review process (i.e. engineering department, planning department, zoning board) that evaluates new development and redevelopment construction for construction site runoff?

Yes ☒

No ☐

9. Does the technical review process require an erosion prevention and sediment control plan with appropriate BMPs?

Yes ☒

No ☐

10. Does the review process include a requirement for pre-construction meeting between the municipality and site developer, for priority construction sites?

Yes ☐

No ☒

11. If there is a review process, provide a brief narrative or a flow chart of the process, describing the process steps, responsible personnel, and criteria used for evaluation of information or plans that are submitted: Plans are turned into Codes Dept who distribute them to Public Works, Engineering, Planning, Fire, Utilities. Each group checks plans and we all meet to discuss plans (when they are complicated or there are many problems with the plans the engineer/developer is invited to the meeting to explain) and put together a list of changes required to be made. Then each group checks the revised plans to assure that the changes have been made before approving the plans.

12. Does the municipality presently have procedures in place for receipt and consideration of information and complaints submitted by the public?

Yes ☒

No ☐

If yes, provide a brief narrative of the receipt process and procedures, describing process steps, responsible departments, personnel (by title). Accept complaints on the hotline or through telephone calls and added to the database and assigned to either Civil Engineer or Stormwater Technician in the Public Works Dept and kept on active status until resolved. There is little documentation unless enforcement is required.

13. Does the municipality presently have personnel and procedures in place for construction site runoff inspection?

Yes ☒

No ☐

14. Does the program provide for pre-construction meeting and monthly inspection of priority construction activities?

Yes ☒

No ☐

15. Does the municipality presently have procedures and personnel in place for enforcement to the maximum extend for violations of construction site requirements?

Yes ☒

No ☐

16. Does the municipality use a Stop Work or similar order to enforce compliance with construction site policies and requirements?

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Identify if you will partner with another MS4 Operator, or with another institution (e.g. Chamber of Commerce, Environmental interest organizations, civic groups) in order to carry out the chosen BMPs.

ENTITY	BMP

Will another governmental entity be responsible for implementing one or more chosen BMPs? If so, identify the entity and which BMP(s) it will implement. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.

ENTITY	BMP

SECTION 4 - PERMANENT STORMWATER MANAGEMENT AT NEW DEVELOPMENT AND REDEVELOPMENT

A. Current Activities:

The following is a set of questions on your current Permanent Stormwater Management in New Development and Redevelopment Program. These questions are intended to highlight minimum program requirements under the MS4 permit. For MS4s who have not been previously covered under an MS4 permit, each element not currently performed must be implemented by the dates identified in Sub-part 4.1.1 of the permit. Thus, each question with a "No" answer must be addressed with a solution in the MS4's proposed program.

1. Does the municipality currently have in place mechanisms or strategies to address permanent stormwater runoff management from new development or redevelopment projects that result in land disturbance of one acre or more? For example, land use planning requirements, zoning directives, site-based pollutant removal controls; stormwater detention or storage; practices that infiltrate stormwater; vegetative practices.

Yes ☒ No ☐

If yes, provide a brief narrative of - and/or references to - the structural and non-structural strategies, describing strategies implemented, Best Management Practices allowed, technical guidance, responsible departments, and personnel (by title): the City's stormwater ordinance specifies that all new or redevelopment, making impervious areas of 5,000 sq. ft. or more required to provide detention to slow outfall to the 2, 5, & 10 year storms, with requirements for the first inch of runoff to be infiltrated/used on site, on all sites over one acre disturbed area. Also all sites are required to have a 30 - 60 foot buffer zone on all water resources.

2. Do you currently have an ordinance or regulatory mechanism that addresses permanent stormwater runoff management from new development and redevelopment projects? If yes, reference the page number and paragraph number. If no, proceed to the next section on permanent stormwater management plans review.

Yes ☒ No ☐ Page Number 16 Paragraph Number 14-712

3. Does the ordinance or regulatory mechanism require controls to treat pollutants in stormwater runoff? If yes, note page number and paragraph number.

Yes ☒ No ☐ Page Number 16 Paragraph Number 14-712 (3)

4. Does the ordinance or regulatory mechanism require (explicitly or implicitly) that controls be implemented for any new development or redevelopment projects greater than or equal to one acre, including projects less than one acre that are part of a large common plan of development or sale, that discharge into your small MS4? If yes, note page number and paragraph number.

Yes ☒ No ☐ Page Number 16 Paragraph Number 14-712 (3)

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4A.	Runoff Reduction	City adopted the 1" stay on site permanent stormwater requirements January 2016, will review ordinances to assure compliance with permit runoff reduction standards
4B.	Design examples	City uses Tennessee Permanent Stormwater Management & Design Guidance Manual and refers design professional to use it also.
4C.	Water Quality Buffer Zone	City revised the Buffer Zone ordinance to comply with 2010 MS4 permit January 2016, will review ordinances to assure compliance with permit standards as needed.
4D.	Permanent Stormwater Management Inspections	Determine procedure and protocols for Permanent Stormwater Management Facility Inspections as well as developing a recordkeeping procedure for those inspections.

If you have additional BMPs to list, include in a separate attachment.

Describe the specific groups that will be targeted, if applicable? Engineers, Developers, Riparian Land owners

C. Measurable Goals and Implementation Milestones:

Attached at the end of this NOI is an addendum to list BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on the goals and milestones for each BMP outlined in this NOI.

D. Administrative Information:

ADMINISTRATIVE INFORMATION FOR PERMANENT STORMWATER MANAGEMENT PLANS REVIEW	
PRIMARY CONTACT	POSITION OR TITLE
Tracy Meggs	Civil Engineer - Public Works & Engineering

Identify other Department(s) that will be involved and their role.

OTHER DEPARTMENT(S)	ROLE
Codes	Will not issue building permits until notified that all Stormwater Management requirements are met.

Identify if you will partner with another MS4 Operator, or with another institution (e.g. Chamber of Commerce, Environmental interest organizations, civic groups) in order to carry out the chosen BMPs.

ENTITY	BMP

Will another governmental entity be responsible for implementing one or more chosen BMPs? If so, identify the entity and which BMP(s) it will implement. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.

ENTITY	BMP

SECTION 5 - POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

A. Current Activities:

The following is a set of questions on your current Pollution Prevention/Good Housekeeping for Municipal Operations Program. These questions are intended to highlight minimum program requirements under the MS4 permit. Each question with a "No" answer must be addressed with a solution in the MS4's proposed program.

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BMP	Name	DESCRIPTION
5A.	SOPs	Update or create SOPs for all municipal activities that could effect stormwater
5B.	Staff Training	Once per permit cycle training for existing employees - create handout for new hires
5C.	Street Sweeping	Maintain and revise routes as necessary to keep streets swept clean of debris and fines
5D.		

If you have additional BMPs to list, include in a separate attachment.

Provide specific groups that will be targeted, if applicable: City employees from Public Works, Electric, Gas, Water Quality & Leisure Services Departments

C. Measurable Goals and Implementation Milestones:

Attached at the end of this NOI is an addendum to list BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on the goals and milestones for each BMP outlined in this NOI.

D. Administrative Information:

ADMINISTRATIVE INFORMATION FOR POLLUTION PREVENTION AND HOUSEKEEPING	
PRIMARY CONTACT	POSITION OR TITLE
Tracy Meggs	Civil Engineer - Public Works & Engineering

Identify other Department(s) that will be involved and their role.

OTHER DEPARTMENT(S)	ROLE
Water Quality Dept	Update SWPPP for Sewer Treatment Plant & do employee training
Electric & Gas Depts.	Update SOPs for their operations as needed and do employee training
Leisure Services	Update SOPs for their operations as needed and do employee training

Identify if you will partner with another MS4 Operator, or with another institution (e.g. Chamber of Commerce, Environmental interest organizations, civic groups) in order to carry out the chosen BMPs.

ENTITY	BMP

Will another governmental entity be responsible for implementing one or more chosen BMPs? If so, identify the entity and which BMP(s) it will implement. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.

ENTITY	BMP

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Milestone Year 5	Provide 2 grab bag handouts per year
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BEST MANAGEMENT PRACTICES FOR ILLICIT DISCHARGE DETECTION AND ELIMINATION
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BMP 2A	MEASURABLE GOALS AND MILESTONES
Goal(s)	Hotspot/Priority Areas; City will continue to monitor hotspot areas with dry weather screening of pipes, channels & MS4 outfalls; City will develop documentation for those inspections.
Milestone Year 1	Dry Weather Screening & Develop documnetation procedures for the screening
Milestone Year 2	Dry Weather Screening continues
Milestone Year 3	Dry Weather Screening continues
Milestone Year 4	Dry Weather Screening continues
Milestone Year 5	Dry Weather Screening continues

BMP 2B	MEASURABLE GOALS AND MILESTONES
Goal(s)	City has established written protocol for handling illicit discharges. City will continue to investigate and enforce illicit discharges, and will review those protocols and revise as necessary.
Milestone Year 1	Continue to investigate and enforce illicit discharges, review protocol and revise as needed.
Milestone Year 2	Continue to investigate and enforce illicit discharges, review protocol and revise as needed.
Milestone Year 3	Continue to investigate and enforce illicit discharges, review protocol and revise as needed.
Milestone Year 4	Continue to investigate and enforce illicit discharges, review protocol and revise as needed.
Milestone Year 5	Continue to investigate and enforce illicit discharges, review protocol and revise as needed.

BMP 2C	MEASURABLE GOALS AND MILESTONES
Goal(s)	IDDE Education; educational materials for specific types of businesses for targeted distribution
Milestone Year 1	Distribute educational materials as opportunities present
Milestone Year 2	Distribute educational materials as opportunities present
Milestone Year 3	Distribute educational materials as opportunities present
Milestone Year 4	Distribute educational materials as opportunities present
Milestone Year 5	Distribute educational materials as opportunities present

BMP 2D	MEASURABLE GOALS AND MILESTONES
Goal(s)	IDDE Field Screening; to screen MS4 outfalls at least once every permit cycle
Milestone Year 1	Prepare protocol for field screening documentation
Milestone Year 2	Screening on Cane Creek Watershed
Milestone Year 3	Screening on Upper Pigeon Roost Creek Watershed
Milestone Year 4	Screening on Lower Pigeon Roost Creek Watershed
Milestone Year 5	Screening on Hudgens Creek Watershed

BEST MANAGEMENT PRACTICES FOR CONSTRUCTION SITE RUNOFF PROGRAM

BMP 3A	MEASURABLE GOALS AND MILESTONES
Goal(s)	Construction Site Runoff Program; Maintain existing permitting and inspection program
Milestone Year 1	continue permitting and inspection program.
Milestone Year 2	continue permitting and inspection program.
Milestone Year 3	continue permitting and inspection program.
Milestone Year 4	continue permitting and inspection program.
Milestone Year 5	continue permitting and inspection program.

BMP 3B	MEASURABLE GOALS AND MILESTONES
Goal(s)	Construction Site Runoff Program Updates; Update ordinances and policies where necessary to comply with new MS4 Permit and new CGP.

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Milestone Year 4	Enforce compliance with Buffer Zone Ordinance
Milestone Year 5	Enforce compliance with Buffer Zone Ordinance
BMP 4D	MEASURABLE GOALS AND MILESTONES
Goal(s)	Permanent Stormwater Management Inspections; Determine procedures and protocols for Permanent Stormwater Management Facility Inspections and develop recordkeeping procedures for those inspections.
Milestone Year 1	Study and create listing of all Permanent Stormwater Management Facilities
Milestone Year 2	Study and create listing of all Permanent Stormwater Management Facilities
Milestone Year 3	Determine recordkeeping procedures for Inspections of Permanent Stormwater Management Facilities
Milestone Year 4	Begin Inspection of Permanent Stormwater Management Facilities
Milestone Year 5	Continue Inspection of Permanent Stormwater Management Facilities

BEST MANAGEMENT PRACTICES FOR MUNICIPAL POLLUTION PREVENTION AND GOOD HOUSEKEEPING	
BMP 5A	MEASURABLE GOALS AND MILESTONES
Goal(s)	Update or create SOPs for all municipal activities that could effect stormwater
Milestone Year 1	Update SOP for Public Works
Milestone Year 2	Update SOP for Water Quality Dept
Milestone Year 3	Update SOP for Gas Dept.
Milestone Year 4	Update SOP for Electric Dept.
Milestone Year 5	Update SOP for Leisure Services Dept.
BMP 5B	MEASURABLE GOALS AND MILESTONES
Goal(s)	Staff Training for existing employees - from various departments that could effect stormwater
Milestone Year 1	Staff Training for Water Quality Dept
Milestone Year 2	Staff Training for Water Quality Dept
Milestone Year 3	Staff Training for Gas Dept.
Milestone Year 4	Staff Training for Electric Dept.
Milestone Year 5	Staff Training for Leisure Services Dept.

BMP 5C	MEASURABLE GOALS AND MILESTONES
Goal(s)	Stree Sweeping - Maintain and revise routes as necessary to keep streets swept clean of debris and fines
Milestone Year 1	Revise routes for street sweeping & continue regular street sweeping
Milestone Year 2	Revise routes for street sweeping & continue regular street sweeping
Milestone Year 3	Revise routes for street sweeping & continue regular street sweeping
Milestone Year 4	Revise routes for street sweeping & continue regular street sweeping
Milestone Year 5	Revise routes for street sweeping & continue regular street sweeping
BMP 5D	MEASURABLE GOALS AND MILESTONES
Goal(s)	
Milestone Year 1	
Milestone Year 2	
Milestone Year 3	
Milestone Year 4	
Milestone Year 5	

13.G. Organizational Chart

ORGAINIZATION CHART – Stormwater is under the Engineering Division with Civil Engineer II and Stormwater Tech as the two positions doing Stormwater.

